



Town of Amherst-Planning and Zoning Department

2 Main Street, PO Box 960

Amherst, NH 03031

www.amherstnh.gov

Tel. (603) 673-6041 ext. 206 Fax (603) 673-4138

Amherst Village Historic District

Application for Certificate of Approval

To Construct, Repair, Move, Demolish or Change Buildings, Land or Uses

Name of Owners _____

Address _____

Telephone Number _____

Location of Work _____

Date Building was Built (if known) _____

Map # _____ Lot # _____

Application Fee: \$50 + \$5.50 per abutter= _____

Payment Date: _____

Required Information (for all applications):

Description of proposed work (attach extra sheets if necessary): _____

Reason for proposed work (attach extra sheets if necessary): _____

☐ Photographs of the existing structure(s) and/or building site clearly showing areas and elements to be affected by the proposed work.

☐ Accurate scale drawings, renderings, or illustrations of the proposed work that show the style, design, detailing, treatments, massing, scale, proportions, dimensions, etc. of the proposed work.

☐ Complete description of all materials for each element of the proposed work.

Other Required Information (if applicable):

☐ **For new construction, additions, demolition, moving of structures, site work, change of use or fencing:** Names and mailing addresses of all abutters as defined in RSA § 672:3, with three sets of addressed, typed, adhesive mailing labels (1" x 2 1/2") per address.

☐ **For new construction, additions, or exterior alterations:** Elevation scale drawings of proposed work showing the new work and its relationship to remaining structures. Drawings should indicate by dotted lines or other means existing structures, features, elements, openings, detailing, etc. that will be permanently altered or obscured as a result of the new work. (Scale not less than 1/8" = 1'.)

☐ **For new construction, additions, moving of structures, site work, and fencing:** Plat or site plan showing abutters, and the dimensions and location of the proposed building, addition, site work, or fencing in relation to the property line, existing structures, setback line, curb cuts, historic stone walls and mature trees greater than 15" in circumference. Drawings should indicate by dotted lines or other means existing foundation (or footprint) that will be permanently altered as a result of the new work. For new construction, show location of adjacent structures within 100' of parcel boundaries. (Scale not less than 1" = 30')

☐ **For Windows and Doors:** Specifications of windows and doors, to include materials, style, type of construction, dimensions, muntin profile (windows), and operation (windows).

☐ **For Restorations:** Historic references, documentation, or evidence to substantiate restoration work.

☐ **For Change of Use:** Description of current use and proposed use, including (for commercial buildings) a copy of the letter from the Planning Board granting site plan approval for change of use.

☐ **Variances:** A copy of the letter from the ZBA granting a request for a variance, including (for commercial buildings) approval for expansion of a non-conforming use.

☐ **Special Conditions:** Describe any special conditions that you want the Commission to consider.

Signature of Owner _____

3/2/07

Date _____

If not Owner, state relationship
(Letter of Authorization required from Owner)